



# NASA Financial Management Manual

## Table of Contents

<b>FMM 9710 INTRODUCTION AND GENERAL PROVISIONS.....</b>	<b>2</b>
<b>FMM 9711 INTRODUCTION TO NASA TRAVEL REGULATIONS.....</b>	<b>2</b>
9711-1 PURPOSE AND AUTHORITY .....	2
9711-2 RUNNING HEADS .....	2
9711-3 TABLE OF CONTENTS .....	2
9711-4 CHANGES.....	3
9711-5 ILLUSTRATIONS.....	3
9711-6 SOURCE OF SUPPLY .....	3
<b>FMM 9712 GENERAL PROVISIONS .....</b>	<b>4</b>
9712-1 APPLICATION.....	4
9712-2 AUTHORITY .....	5
9712-3 IMPLEMENTATION .....	5
9712-4 CONDITIONS GOVERNING TRAVEL.....	5
9712-5 LEAVE WHILE IN OFFICIAL TRAVEL STATUS .....	8
9712-6 PASSPORTS, VISAS, IMMUNIZATIONS AND CLEARANCES .....	9
9712-7 UNITED STATES-OWNED EXCESS AND NEAR EXCESS FOREIGN CURRENCIES ..	9
9712-8 STANDARDS OF CONDUCT.....	9
9712-9 GLOSSARY OF TERMS .....	10



# NASA Financial Management Manual

## **FMM 9710 INTRODUCTION AND GENERAL PROVISIONS**

## **FMM 9711 INTRODUCTION TO NASA TRAVEL REGULATIONS**

### **9711-1 PURPOSE AND AUTHORITY**

The NASA Travel Regulations, NASA Financial Management Manual, establishes the policies and procedures covering the official travel performed by NASA personnel in the performance of their official duties. The NASA Travel Regulations implement the Administrative Expenses Act of 1946, as amended, the Travel Expense Act of 1949, as amended, and other statutes pertaining to per diem, travel, or transportation allowances of civilian employees in NASA, and statutory regulations and Executive Orders issued thereunder. These regulations will be the sole entitlement implementation by NASA Installations.

Requests for decisions of the Comptroller General of the United States by an authorized certifying officer relative to per diem, travel, and transportation allowances of NASA civilian employees will be submitted via the Director, Financial Management, NASA Headquarters.

### **9711-2 RUNNING HEADS**

To facilitate finding paragraphs, each page is identified with a running head. The number in the upper right corner of an even numbered page indicates the number of the first paragraph to begin on that page. The number in the upper right corner of an odd numbered page indicates the number of the last paragraph to begin on that page. If a paragraph does not begin on a page, the paragraph number appearing in the upper right corner of the page is the last paragraph to begin on preceding pages.

### **9711-3 TABLE OF CONTENTS**

The List of Chapters may be used to locate information on a subject basis. The Table of Contents of each chapter will assist in locating the specific content of information within each chapter.



# NASA Financial Management Manual

## **9711-4    *CHANGES***

Regular changes, numbered consecutively, are issued in page form. When it is necessary to supplement the page changes with explanatory or restrictive information, such instructions are included on the transmittal notices. Therefore, users of the manual, both authorizing officials and travelers and/or those responsible for its maintenance must read each transmittal notice carefully before following the new procedures and before inserting the new pages in the manual. New or revised instructions appearing on the pages comprising a change are indicated by an asterisk (\*) placed immediately before and after the new or revised portion.

Changes to text material which are effective on dates prior or subsequent to the effective dates of any changes will be indicated by a notation in parenthesis immediately following the caption of the applicable paragraph when the entire paragraph is affected; for example, "(Effective September 15, 1969)."

A list of Sheets in Force in the manual is issued with each change for the purpose of verifying the accuracy of the manual. Pages removed in effecting a change should be retained until after the accuracy of the manual has been checked so that they may be replaced if removed in error. Pages that have been superseded by new material may be retained to serve any administrative requirements.

## **9711-5    *ILLUSTRATIONS***

Appendices in the manual are examples only to demonstrate the procedures, coding, etc., to which they apply, but do not necessarily show current names, dates and figures.

## **9711-6    *SOURCE OF SUPPLY***

Copies of this manual and changes thereto will be made through regular distribution. Additional copies may be obtained by submitting a NASA Form 2, Request for Blank Forms, Publications, and Issuances, to Code JBE-6, NASA Headquarters.



# NASA Financial Management Manual

## FMM 9712 GENERAL PROVISIONS

### **9712-1 APPLICATION**

The provisions of this regulation apply to NASA Headquarters and Field Installations in the following areas:

- a. NASA civilian officials and employees and dependents thereof, when applicable.
- b. Civilian officials and employees of other Federal Government departments and agencies who perform official assignments for and at the expense of NASA.
- c. Special Government Employees (i.e., consultants and experts) who are retained, designated, appointed or employed to perform, with or without compensation, temporary duties, either on a full time or intermittent basis, for not to exceed 130 days during any period of 365 consecutive days.
- d. Individuals being considered for employment and the travel related to pre-employment interviews determined as necessary by NASA. The allowances established for interviewees are similar to those available to NASA employees traveling on official Government business. However, NASA is not required to offer all allowances to each interviewee. A separate chapter, FMM 9790, has been established to clearly reflect that the payment of pre-employment interview travel expenses is left to the discretion of NASA installations and not an entitlement of prospective candidates for employment.
- e. Persons other than those in subparagraphs a, b, and c above, who perform official temporary assignments under NASA invitational travel orders involving Government business, including congressional travel.
- f. **MILITARY PERSONNEL.** Under the provisions of Sections III and V of the "Agreement Concerning the Detailing of Military Personnel for Service with NASA" (NMI 1052.11\_), all TDY travel of military personnel while detailed to NASA will be performed under travel orders issued by NASA. Travel costs will be paid by NASA directly to the individual in accordance with the Joint Travel Regulations for the Uniformed Services. PCS travel by such personnel to the NASA duty station will be under orders issued by the Military service involved, and related expenses will be paid by that service. PCS travel incident to departure of detailed personnel at the completion of the assignment and related expense will be paid by NASA via the rate established under the interagency agreement.



# NASA Financial Management Manual

## **9712-2 AUTHORITY**

- a. **LAWS.** This regulation is governed by various laws pertaining to per diem, travel, and transportation allowances for civilian employees. The most significant laws are 5 U.S.C. 4109-4110; 5 U.S.C. 5542(b)(2), as amended; 5 U.S.C. 5701-5709, as amended by PL 99-234 effective July 1, 1986; 5 U.S.C. 5721-5733; and 5 U.S.C. 5741-5742.
- b. **REGULATIONS.** Travel of NASA employees is governed by certain regulations which, being statutory in nature, can neither be waived nor amended by NASA. The head of the agency has some latitude when exercising certain discretionary authority or when prescribing further limitations. Such statutory regulations, pertinent provisions of which are incorporated herein, are the Federal Travel Regulations, 41 CFR Chapters 301-304, as amended; per diem rates prescribed by the Department of State in Standardized Regulations (Government Civilians, Foreign Areas) and by the Department of Defense in Civilian Personnel Per Diem Bulletins; and the Commuted Rate Schedule for Transportation and Storage of Household Goods, issued by the General Services Administration. Individuals performing official travel are entitled to reimbursement at the rate specified to be in effect by the agencies responsible for the determination. Amendments to existing travel orders will not be required. Also incorporated are appropriate decisions of the Comptroller General of the United States which are binding on all certifying and disbursing officers, and pertinent provisions of Department of State Foreign Currency Bulletins.

## **9712-3 IMPLEMENTATION**

The provisions in this regulation and subsequent amendments thereto are effective on the basis of promulgation by NASA without further entitlement implementation by the separate installations. Each field installation may issue related administrative procedures. Such issuances shall not contravene or unnecessarily duplicate the provisions in this regulation. Two copies of each installation's procedure supplementing this regulation will be forwarded to the Director of Financial Management in accordance with FMM 9001-10.

## **9712-4 CONDITIONS GOVERNING TRAVEL**

- a. **TRAVEL JUSTIFICATION.** Travel and transportation at Government expense will be directed only when officially justified. Such travel will be by those means which meet mission requirements yet are consistent with good management practices.



# NASA Financial Management Manual

## b. **EQUITABLE EXPENSE ALLOWANCE**

- (1) NASA employees will be provided an equitable expense allowance when authorized to perform official travel. Per diem allowances will be authorized and claims reimbursed in accordance with the provisions of this regulation.
- (2) The officials vested with the responsibility to authorize travel or to approve employee travel claims are required to authorize or approve only those per diem allowances that are justified by the circumstances affecting the travel. Such authorizations must be in accordance with the specific reimbursement rules and provisions of this regulation.
- (3) The per diem rates provided under this regulation have been authorized by the Administrator of GSA and represent the maximum allowable for a specific locality. To prevent the authorization or approval of per diem allowances in excess of the amounts required to meet the necessary subsistence expenses of official travel, consideration shall be given to the below listed factors:
  - (a) Known arrangements or established cost experience at TDY locations showing that lodging or meals can be obtained at a reduced cost or without cost to the employee;
  - (b) Situations where special rates for accommodations have been made available for a particular meeting, conference, training, or other TDY assignment;
  - (c) Travelers familiarity with establishments providing lodging and meals at a lower cost in certain localities, particularly where repetitive travel is involved;
  - (d) Modes of transportation where accommodations are provided as a part of the transportation cost;
  - (e) Situations where lodging is furnished as Government quarters or procured for the employee by means of a purchase order authorized by a contracting officer; and
  - (f) Maximum utilization of lodging discounts made available to Government employees by GSA in the HOTEL/MOTEL Discount Directory. This directory is issued annually and is disseminated to travel offices throughout NASA.

- c. **EXERCISE OF PRUDENCE IN TRAVEL.** A traveler on official business will exercise the same care in incurring expenses and accomplishing a mission that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays, or luxury accommodations are unnecessary and unjustified in the performance of a mission and are not acceptable as prudent action.



# NASA Financial Management Manual

- d. **SCHEDULING TRAVEL DURING EMPLOYEE'S REGULAR DUTY HOURS.** The assignment conditions stated in the travel order establish the beginning and ending dates of travel. The time to be spent by an employee in travel status away from the official duty station shall, to the maximum extent practicable, be scheduled within regularly scheduled duty hours, in compliance with 5 U.S.C. 6101(b).
- (1) When it is essential that travel be performed during nonduty hours and the employee may not be paid overtime under 5 U.S.C. 5542 and 5 U.S.C. 5544, the official authorizing the employees' travel shall record the reasons for ordering travel at those hours. The reason(s) for ordering such travel may be placed on the travel orders or retained on separate memorandum in administrative files. Upon request, the authorizing official shall furnish a copy of the statement to the employee concerned. See paragraph 610-123 of the Federal Personnel Manual. Authorizing officials shall take into consideration such factors as the availability of travel accommodations, the urgency of the temporary duty assignment, the employee's assigned task at the official duty station, and the economical use of travel funds.
  - (2) When an employee is not directed to travel during nonduty hours but does so on a voluntary basis, no justification is required from the authorizing official.
  - (3) When it is essential that travel be performed during nonduty hours and it is determined that the employee is entitled to overtime payment under the provisions of 5 U.S.C. 5542(b) and 5 U.S.C. 5544(a) or for nonexempt employees under the Fair Labor Standards Act (see FPM letter 551-10 as revised), the travel authorization should include a complete statement of facts supporting the determination and the amount of overtime authorized. Post approval will be accepted only where circumstances indicate that advance authorization was not practicable.
  - (4) For additional information and instructions concerning the application of laws and OPM regulations to the above situations, see FPM Supplement 990-2, Book 550, S1-3b.
- e. **TIME OF DEPARTURE AND ARRIVAL**
- (1) For purposes of computing allowable per diem, official travel begins when travelers leave home, the office, or other points of departure and ends when travelers return home, to the office, or other points at the conclusion of the trip.
  - (2) Actual travel time, or travel time allowed by a constructive schedule, whichever is less, will be the controlling factor for the payment of per diem unless travel by privately-owned conveyance is determined and authorized to be advantageous to the Government. When POV is determined as advantageous, actual travel time will be controlled based on driving a minimum of 300 miles per day.



# NASA Financial Management Manual

- (3) Subject to the provisions of subparagraph (a) and (b) below, employees are expected to return to the official duty station immediately upon completion of the temporary duty assignment whenever common carrier transportation is available.
  - (a) Normally, an employee on official travel will not be required to travel during unreasonable hours if sleeping accommodations are not available on the mode of common carrier transportation used. For purposes of this regulation, an employee will not be expected to use a carrier whose schedule requires boarding or leaving the carrier between 10:00 p.m. and 6:00 a.m. if there are more reasonable departure or arrival scheduled times that will meet mission requirements.
  - (b) Employees completing a temporary duty assignment at an hour that would necessitate using transportation scheduled to arrive at the official duty station after 10:00 p.m. of that day may delay commencement of the return travel until the earliest reasonable hour on the ensuing day even though such day is a non-workday. Travel once started will be performed on a through basis.

## **9712-5 LEAVE WHILE IN OFFICIAL TRAVEL STATUS**

### **a. AUTHORIZATION OF LEAVE**

- (1) In the event an employee requests that annual leave be authorized in connection or concurrent with official travel, the requesting and authorizing officials are responsible for paying special attention to ensure that only essential travel is authorized and that the official purpose of the travel stated on the travel authorization is the sole reason for the trip.
- (2) Annual leave shall be authorized by an authorizing official prior to the commencement of travel. In all cases, annual leave shall only be authorized on the basis that there will be no additional cost to the Government.
- (3) Unscheduled emergency annual leave necessitated by an urgent or unforeseen personal emergency situation shall be authorized as required. See FMM 9741-3 for explanation of computing allowable entitlements when annual and sick leave are taken while in an official travel status.

- b. PREPARATION OF TRAVEL AUTHORIZATIONS.** NASA Form 372 shall reflect the amount of annual leave authorized in Block 15. For foreign travel, NASA Form 386 shall reflect the amount of annual leave authorized in Block 15.





# NASA Financial Management Manual

## c. **TIME AND ATTENDANCE WHILE IN OFFICIAL TRAVEL STATUS.**

During a period of official temporary duty travel, employees are subject to the hours of duty, pay, and leave regulations of NASA. All time shall be properly documented on the Time and Attendance reports. Employees taking leave while in official travel status are responsible for promptly reporting any leave taken to T&A clerks for recording in the official payroll records.

## **9712-6 PASSPORTS, VISAS, IMMUNIZATIONS AND CLEARANCES**

The applicable regulations of NASA, as set forth in FMM 9745-2 through 9745-6, govern the requirements and procedures regarding passports, visas, immunizations, advance clearances, special conditions, and restrictions relating to official travel to foreign countries. With few exceptions, such as Canada, a passport for each traveler is required for travel into a foreign country or into a territory under control of a foreign country. The Ryuku Islands, not under the trusteeship of the United States, requires a passport for travel. Passports are valid for specified periods from the date of issuance and require renewal or reissuance beyond such date. Time limitations also apply to visas and immunizations. Necessary passports and visas when required, and records of prescribed immunization "shots" must be in the possession of the employee when traveling. Passports will be maintained by the employee upon completion of the official travel. For instructions pertaining to the delivery and maintenance of passports, see FMM 9745-6.

## **9712-7 UNITED STATES-OWNED EXCESS AND NEAR EXCESS FOREIGN CURRENCIES**

NASA employees performing official travel to, from, or through foreign countries whose currencies have been declared to be in excess or near excess supply, by the Department of the Treasury, will be advised to purchase these currencies from United States authorized sources and use them to incur travel expenses. For a current listing of excess or near-excess foreign currencies and instructions governing their use, see FMM 9745-10.

## **9712-8 STANDARDS OF CONDUCT**

- a. In connection with a temporary duty assignment the acceptance of gratuities, favors, payment in cash or in kind, contributions, or awards will be subject to the restrictions and conditions in NHB 1900.1, Standards of Conduct for NASA Employees.



# NASA Financial Management Manual

- b. Whenever an employee deviates from subparagraph (a) above such as:  
Acceptance of Transportation or Accommodations at Reduced Rates or In Kind from Non-U.S. Government Sources, it must be reported to the Official-In-Charge of Headquarters Office or Director of field installation authorizing the travel in accordance with NMI 9710.1.

## 9712-9 GLOSSARY OF TERMS

An explanation of the meaning of certain terms as used in this regulation is provided in this paragraph. Generally, the terms are in alphabetic order according to the key word in the term with appropriate alphabetic cross references.

**ACCOMMODATIONS.** Seat, space, berth, roomettes, bedroom, stateroom on transportation facilities.

- (1) **Air Coach or Air Tourist.** A type of accommodation available on commercial aircraft at rates lower than first class accommodations (parlor car seat).
- (2) **Lowest First Class.** The lowest cost accommodations offered by commercial carriers to the general public as first class.
- (3) **Security (Enclosed).** Any private room space that can be locked for security purposes.

**AGENCY.** Agency means an executive agency; a military department; an office, agency, or other establishment in the legislative branch; and the government of the District of Columbia, but does not include a government controlled corporation; a member of Congress; or a congressional office or committee.

**AGREEMENT.** A written statement signed by a private person selected for appointment or, by a Government employee prescribing a required period of service and other related conditions. Agreements are a statutory requirement and will be executed before travel entitlements are authorized. Different kinds of agreements are prescribed depending upon the type of appointment or assignment.

**APPROVAL.** The process of approving the employee's travel voucher after the travel has been performed. Approval in lieu of authorization may be required either (1) because it was not feasible in a particular case to secure a travel authorization in advance of the trip or (2) because certain expenses not covered by the original travel authorization were incurred by the traveler.

**AUTHORIZATION.** The process of documenting, by means of a travel authorization form (a copy of which is made available to the employee) the travel to be performed and the expenses which will be reimbursed. All travel must be authorized in advance unless the circumstances of the particular trip are such that it is not feasible to secure advance authorization, in which case the procedure in FMM 9721-5e will be followed.



# NASA Financial Management Manual

**BAGGAGE.** Personal effects of a traveler that are needed in connection with official travel. Material belonging to the Government may be included. Baggage may accompany a traveler or be transported separately. Accompanied baggage consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler free under carrier's tariffs on a transportation ticket. Unaccompanied baggage includes personal effects authorized for separate transportation at Government expense. Unaccompanied baggage, when justified in connection with an extended temporary duty assignment, is limited to the necessary personal clothing and effects for the employee and equipment directly related with the assignment. Unaccompanied baggage in connection with permanent duty and renewal agreement travel may consist of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Such items as refrigerators, washing machines, and other major appliances or furniture will not be included in unaccompanied baggage. Unaccompanied baggage that is transported in the hold of a ship may be referred to as "hold" baggage.

**CALENDAR DAY.** Calendar day means the 24-hour period from one midnight to the next midnight. For the purposes of this regulation, the calendar day begins one second after midnight and ends at 12 midnight.

**COMMON CARRIER.** See Transportation.

**COMMUTED RATE.** A constructive rate allowance in lieu of actual expenses incurred in connection with transportation and temporary storage of household goods and personal effects. Also see Mileage Allowance.

**CONUS.** CONUS refers to both the Continental United States and the Conterminous United States. It includes the 48 contiguous States and the District of Columbia. Also see United States.

**DESTINATION RATE.** The rate applicable to the next location where the employee will perform temporary duty or where the employee makes an en route stopover to obtain overnight lodging.

**DOMESTIC TRAVEL.** All travel within the 50 States, the District of Columbia, Commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories and possessions of the United States. Temporary duty to be performed on U.S. ships may be considered "domestic" travel provided no portion of the travel assignment will be to locations other than the United States or on board such ships. Travel authorized in connection with FMM 9764-11 is considered "domestic" travel for purposes of this regulation.



# NASA Financial Management Manual

**EMPLOYEE.** A civilian, employed by NASA with or without compensation; or a new appointee, as defined later in this subparagraph. When performing official travel at the expense of NASA, the provisions of this regulation apply to certain employees of other Government departments and agencies. Also includes an individual employed intermittently in the Government service as an expert or consultant and paid on a daily when-actually-employed (WAE) basis and an individual serving without pay or at \$1 a year. See FMM 9712-1f for application of this regulation to military personnel.

**FOREIGN TRAVEL.** All travel outside the 50 States, District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and possessions of the United States.

**GOVERNMENT.** The Government of the United States and the Government of the District of Columbia.

**GOVERNMENT CONTRACTOR-ISSUED CHARGE CARD.** A charge card issued under a contract let by GSA on a Government-wide basis to be utilized to incur official travel and transportation expenses.

**GOVERNMENT-RATE RENTAL AUTOMOBILE.** See Transportation.

**GOVERNMENT-FURNISHED AUTOMOBILE.** See Transportation.

**GOVERNMENT FURNISHED MEALS.** Includes all meals furnished at Government expense excluding meals provided on common carriers.

**GOVERNMENT QUARTERS.** Sleeping accommodations in a facility (other than a mode of transportation) operated under United States Government control or supervision. Government quarters include guest houses, officers clubs, operations hotels, bachelor officers quarters, visiting officers quarters, or similar quarters facilities located at a military activity, quarters aboard a Corps of Engineers floating plant and a Navy Mine Defense Laboratory offshore platform. Also included are family type quarters owned or leased by the United States Government, whether occupied as a guest or as a principal.

**GOVERNMENT TRANSPORTATION.** See Transportation.

**HOUSEHOLD GOODS.** All personal property associated with the home and all personal effects belonging to an employee and the immediate family when shipment or storage begins which can be legally accepted and transported as household goods by an authorized commercial carrier in accordance with the rules and regulations established by the Interstate Commerce Commission (ICC) or State regulatory authority. Snowmobiles and vehicles with two or three wheels, i.e., motorcycles, mopeds, and golf carts may be shipped as household goods.



# NASA Financial Management Manual

Items excluded from household shipments are:

- (1) Automobiles, trucks, vans and similar motor vehicles, boats, airplanes, mobile homes, camper trailers and farming vehicles;
- (2) Live animals, birds, fowls, and reptiles;
- (3) Cordwood and building materials;
- (4) Property for resale, disposal or commercial use rather than for use by the employee or the employee's immediate family; and
- (5) Privately-owned live ammunition.

In addition, carrier's tariffs generally prohibit household good carriers from accepting the articles listed below for shipment. NASA transportation personnel are required to consult the carrier involved if problems arise concerning shipment of the following prohibited articles:

- a. Property liable to impregnate or otherwise damage equipment or other property and hazardous articles including explosives, flammable and corrosive materials, poisons, etc.
- b. Articles which cannot be taken from the premises without damage to the article or to the premises.
- c. Perishable articles including frozen foods, articles requiring refrigeration or perishable plants unless:
  - (1) Shipment is to be transported not more than 150 miles and/or delivery accomplished within 24 hours from the time of loading;
  - (2) No storage of shipment is required; and
  - (3) No preliminary or enroute servicing or watering or other preservative methods is required of the carrier.
- d. Items which are irreplaceable or are of extreme value or sentiment are not provided special security even though extra-value insurance may be purchased. Employees and the immediate family members are advised to personally transport these items.



# NASA Financial Management Manual

**IMMEDIATE FAMILY.** Is defined as any of the following named members of the employee's household at the time of reporting for duty at a new permanent duty station or while performing authorized or approved overseas tour renewal agreement travel, or separation travel:

- (1) Spouse;
- (2) Children of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support (the term "children" shall include natural offspring; stepchildren; adopted children; grandchildren, legal minor wards, or other dependent children who are under legal guardianship of the employee or employee's spouse). A child born after the employee's effective date of transfer when the travel of the employee's expectant spouse to the new official station is prevented at the time of the transfer because of advanced stage of pregnancy, or other reasons acceptable to the agency, such as awaiting the completion of the school year by other children;
- (3) Dependent parents (including step- and legally adoptive parents) of the employee or employee's spouse (see subparagraph 5, below, for dependent status criteria); and
- (4) Dependent brothers and sisters (including step- and legally adoptive brothers and sisters) of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support. (See subparagraph 5, below, for dependent status criteria.)
- (5) Generally, the individuals named in subparagraphs (3) and (4), above, shall be considered dependents of the employee if these individuals receive at least 51 percent support from the employee or employee's spouse; however, this percentage of support criteria shall not be the decisive factor in all cases. These individuals may also be considered dependents for the purposes of this regulation if these individuals are members of the employee's household and, in addition to the individual's own income, receive support of less than 51 percent from the employee or employee's spouse and without this support would be unable to maintain a reasonable standard of living.

**INTERVIEWEE.** An individual who is being considered for employment by NASA.

**INVITATIONAL TRAVEL.** See Travel, Invitational.

**MANPOWER SHORTAGE POSITIONS.** Positions within the United States, excluding territories and possessions for which the Office of Personnel Management has determined there is a manpower shortage (see Federal Personnel Manual 571-a). This includes positions for which higher salary rates have been established by the Office of Personnel Management. (See Federal Personnel Manual 530-A.) Effective July 13, 1979, the Senior Executive Service (SES) is included.



# NASA Financial Management Manual

**MILEAGE ALLOWANCE.** A rate per mile in lieu of actual expenses of operation of a privately-owned conveyance or in connection with towing a house trailer. Certain restrictions and conditions are prescribed in this regulation about the allowable reimbursement amount.

**MOBILE HOME.** Mobile dwelling constructed for use as a residence and designed to be moved overland, either self-propelled or by towing. Also, a boat when used as the employee's primary residence (FTR Amendment 20, effective September 17, 1991).

**NEW APPOINTEE.** Any person newly appointed to Government service, including an individual who has performed transition activities under section 3 of the Presidential Transition Act of 1963 (3 U.S.C. 102 note) and who is appointed in the same fiscal year as the Presidential inauguration that immediately follows their transition activities. New appointees also includes an individual appointed after a break in service except that an employee separated as a result of reduction in force or transfer of function may be treated as a transferee instead of a new appointee under the conditions set out in FMM 9761-9. In addition, the term new appointee includes a student trainee who is assigned upon completion of college work.

**NON-TEMPORARY STORAGE.** Means any storage of household goods which does not meet all of the characteristics of temporary storage as defined for temporary storage.

**OTHER MISCELLANEOUS TRAVEL EXPENSES.** For the purposes of this regulation, other miscellaneous expenses are those directly attributable and necessary to the official travel. Those items that can be authorized as miscellaneous expenses are listed in FMM 9772-5. When authorized or approved, these expenses are reimbursed in addition to the per diem allowance and transportation expenses.

**OUTSIDE MEETING** (Domestic and Foreign). A meeting which is sponsored in whole or in part by a non-Government professional organization.

**OVERSEAS.** Outside the conterminous United States. The term, for permanent duty travel purposes, means an overseas place of employment outside the area in which the place of residence is located when used in connection with Alaska, Hawaii, and the possessions of the United States, for foreign countries and similar geographic localities.

**PER DIEM ALLOWANCE.** The per diem allowance is a daily payment in lieu of actual expenses for lodging, meals and related incidental expenses. The per diem allowance is distinguished from transportation expenses and miscellaneous.





# NASA Financial Management Manual

## TYPES OF EXPENSES COVERED BY THE PER DIEM ALLOWANCE

### a. Lodging

- (1) Lodging includes expenses for overnight sleeping facilities, baths, personal use of the room during the daytime, and service for fans, air conditioners, heaters, and fires furnished in rooms when such charges are not included in the room rate.
- (2) Lodging does not include accommodations on airplanes, trains, buses, or vessels. The cost of accommodations furnished aboard common carriers is included in the transportation cost and is not considered a subsistence expense.

### b. Meals and Incidental Expense Allowance (M&IE)

- (1) Meals. Meal expenses are those costs incurred for the purchase of breakfast, lunch, and dinner. Specifically excluded are costs incurred for alcoholic beverages, entertainment, and any expenses incurred for other persons.
- (2) Incidental Expenses Related to Per Diem
  - (a) Fees and tips to waiters and waitresses, porters, baggage carriers, bellhops, hotel maids, dining room stewards or stewardesses, and others on vessels, and hotel servants in foreign countries.
  - (b) Laundry and cleaning and pressing of clothing.
  - (c) Transportation between places of lodging or business places where meals are taken except where the nature and location of the work at a TDY point are such that suitable meals cannot be obtained there, the expense of daily travel required to obtain meals at the nearest available location may be approved. This additional expense, when approved, will be considered to be a necessary transportation cost not incidental to subsistence and reimbursed under other miscellaneous travel expenses instead of per diem. A statement of the necessity for such daily travel approved by the appropriate authorizing official shall either be stated on or accompany the travelers reimbursement claim.
  - (d) Telegrams and telephone calls necessary to reserve lodging accommodations.

**LOCALITY PER DIEM RATES.** The maximum per diem rate prescribed for a specific locality. Locality per diem rates are listed in FMM Appendix 9742-8A, 9742-8C, and 9742-8D.





# NASA Financial Management Manual

**MAXIMUM PER DIEM RATES.** Per diem allowances for official travel authorized under FMM 9700, NASA Travel Regulations. The daily rates shall not be less or in excess of the maximums established unless the travel has been authorized on an actual expense or extended TDY basis or subsistence items have been provided at no cost to the Government or the traveler.

- a. **Conterminous United States (CONUS).** The per diem allowed for official travel within the CONUS shall not exceed the maximum per diem rates established by the Administrator of GSA. These rates are listed in FMM Appendix 9742-8A.
- b. **Nonforeign Areas Outside the CONUS.** The per diem allowed for official travel to nonforeign areas shall not exceed the maximum per diem rates established by the Secretary of Defense. For the purposes of this regulation, the term nonforeign areas includes the states of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories and possessions of the United States. These rates are listed in FMM 9742-8D and published on an as changed basis.
- c. **Foreign Areas.** The per diem rates allowed for official travel to foreign areas shall not exceed the maximum per diem rates established by the Secretary of State. For the purposes of this regulation, the term foreign areas includes, any area (including the Trust Territory of the Pacific Islands) situated outside the CONUS and NONFOREIGN areas described in (1) & (2) above. These rates are listed in FMM 9742-8C and are published on a monthly basis.
- d. **Standard CONUS Per Diem Rate.** The per diem rate authorized for travel to any location within CONUS that is not included in one of the defined localities or areas for which a specific rate is prescribed in FMM Appendix 9742-8A. The Standard CONUS rate is also prescribed for all locations within CONUS when permanent change of station travel is involved.

**PERMANENT OFFICIAL DUTY STATION** (For Temporary Duty Travel Allowances). The location of the place or post of duty where a Government employee is regularly assigned and performs duty. The corporate limit of the city or town in which the employee's post of duty is located. If an employee is not located in an incorporated city or town the permanent duty station is the reservation, station, or established area, or, on large reservations, the established subdivisions thereof having definite boundaries, within which the designated post of duty is located.

**PERMANENT DUTY TRAVEL.** Permanent duty travel includes first duty station travel for a newly recruited employee or appointee, renewal agreement travel, and permanent change-of-station travel.

**PLACE OF ABODE.** The term place of abode means the place from which the employee commutes daily to the official duty station.



# NASA Financial Management Manual

**POST OF DUTY** (For eligibility for permanent change-of-station allowance). The building or other place where the officer or employee regularly reports for duty. The definition also includes the officer's or employee's daily commuting residence for purpose of entitlement and in remote areas permits the residence to be where the family resides.

**PRIVATELY-OWNED CONVEYANCE.** See Transportation.

**PRIVATELY-OWNED MOTOR VEHICLE (POV).** When used in connection with an overseas permanent change-of-station (PCS) assignment, the term "privately-owned motor vehicle" means a wheeled, self-propelled motor vehicle designed and intended primarily for transportation of passengers, in the possession of and used by an employee and/or the employee's dependents. Excluded are trucks in excess of 3/4 ton rated capacity, any vehicles having a gross size for shipping purposes of more than 20 measurement tons (800 cubic feet), buses, all types of trailers, airplanes, and any wheeled vehicles designed primarily for commercial uses.

**PROGRAM TRAVEL.** Is official travel which is directly connected with an approved NASA program or project. Official travel for attendance at outside meetings; official foreign travel to research institutions, universities or to industrial organizations (except where a specific contract is involved); and other miscellaneous official foreign travel will not be considered program travel.

**PRUDENT TRAVELERS.** Employees authorized to perform the official business of NASA will exercise the same care incurring travel expenses that a prudent person would if they were traveling on personal business. This practice will maximize the utilization of travel resources and enhance the opportunity to accomplish the NASA mission.

**REIMBURSABLE ARRANGEMENT.** May consist of a single document signed on behalf of an association, educational institution, private company or foreign instrumentality, and NASA; or it may consist of an exchange of letters or memoranda between such an association, educational institution, private company or foreign instrumentality, and NASA. In any event, it should specify the service to be performed by NASA, the details thereof, and the extent to which NASA will be reimbursed for the services involved.

**RESIDENCE (Actual).** The fixed or permanent domicile of a person that can be reasonably justified as a bona fide place of actual residence.

**SUBSISTENCE EXPENSES.** When actual subsistence expense reimbursement is involved, items of subsistence expenses are the same as those included under the Per Diem Allowance.

**TEMPORARY DUTY STATION.** The location of an activity, area, or place of duty to which an employee is assigned temporarily in connection with Government business and from which an employee will proceed or return to a permanent duty station.



# NASA Financial Management Manual

**TEMPORARY DUTY TRAVEL.** Travel to one or more places away from a permanent duty station to perform official duties for a temporary period of time and upon completion of the assignment return or proceed to a permanent duty station.

**TEMPORARY STORAGE.** Storage at the point of departure, destination, or way station for not more than 90 days. This time period also applies when an employee returns to place of residence for leave prior to serving a tour of duty outside the CONUS either at a different or the same post of duty, if the storage is provided in lieu of furnished quarters or a quarters allowance. Upon an employee's written request, the initial 90-day period may be extended for an additional period not to exceed 90 days under certain conditions, if authorized by an Agency head or designee.

Justification for an additional storage period may include, but is not limited to, the following reasons:

- a. An intervening temporary duty or long term training assignment;
- b. Non availability of suitable housing;
- c. Completion of residence under construction;
- d. Serious illness of employee or illness or death of a dependent; or
- e. Strikes, acts of God or other circumstances beyond the control of the employee.

**TRANSPORTATION.** All modes of transportation, accommodations, shipment and storage of property, fares and expenses incident to transportation. The term also includes certain fees for the purpose of reimbursement relating to overseas assignments.

- a. **Common Carrier.** Any firm furnishing commercial transportation as a public service under rates prescribed by a lawful authority. This includes railroads, buses, airplanes, or ships.
- b. **Government Transportation.** A means of transportation owned and operated, leased and operated, or chartered by the United States Government for transportation on land, water, or in the air. This includes bulk space procured by contract or charter for exclusive use of the Government.
- c. **Government-furnished Automobile.** The term Government-furnished Automobile includes an automobile which is (a) owned by an agency (b) assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool, or (c) leased by the Government for a period of 30 days or longer from a commercial firm.
- d. **Government-rate Rental Automobile.** A Government-rate Rental Automobile is an automobile furnished by a commercial firm under the provisions of the Military Traffic Management Commercial (MTMC) agreements.



# NASA Financial Management Manual

- e. **Privately-owned Conveyance.** A privately-owned aircraft, automobile, or motorcycle used by a traveler other than on a for hire or rental basis. Actual ownership may or may not exist. Also see Privately-owned Motor Vehicle.
- f. **Special Conveyance.** Special conveyance is any method of transportation other than common carrier, Government-furnished or privately-owned, which requires specific authorization or approval for the use thereof. Such transportation generally includes conveyances obtained through commercial rental means for less than 30 days.
- g. **Usual Mode Of.** As used in this regulation, the mode of transportation that is authorized, required, or furnished (including lowest cost first-class accommodations) for usual travel by direct route. These modes include common carrier facilities within the CONUS or commercial and Government transportation facilities overseas that would be used for travel by the most direct usually traveled route between points of official travel.

**TRANSPORTATION REQUEST (TR).** A written request of the United States Government on a United States of American Transportation Request, (Standard Form 1169) for the purpose of procuring from a common carrier, transportation accommodations, or other services chargeable to the Government or when authorized by NASA management, Government cost reimbursable contractors. TR's may be issued and used only for official travel. They must not be issued or used for personal travel on a reimbursable basis.

**TRAVEL, INVITATIONAL.** Authorization for travel of a person not a NASA employee in connection with certain assignments directly related to activities and in the interest of the NASA. The use of this authority is subject to limitations prescribed in this regulation.

**TRAVEL, OFFICIAL.** The authorization of travel assignments solely in connection with the business of the NASA or the Government. The term "travel" is related not only to movement from place to place, but also includes entitlement to the use of quarters facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in this regulation. Delays for personal reasons or convenience, travel by circuitous routes, by modes of transportation other than authorized or approved, for additional distances, or to places in connection with personal affairs are not considered to be official travel.

**TRAVEL ORDER.** A written authorization, by an official who has been delegated such authority, for performance of official travel. A travel order will include information concerning the traveler (i.e., name, organization, location, etc.), itinerary, purpose, pertinent dates or assignment period, mode(s) of transportation, per diem allowance, justification if necessary, and fund and accounting citation.



# NASA Financial Management Manual

**TRAVEL STATUS.** The elapsed period of time from the beginning to the ending of the official travel in compliance with the authority stated on a travel order. This includes incidental waiting time en route for transportation connections and delays en route beyond the control of the traveler.

**UNITED STATES.** The 50 States and the District of Columbia.